

Cert II - Tips when using Google Sites

1. Google sites is at www.sites.google.com Once you log in then it will list all the sites you own, or have access to alter. You can have multiple sites and its worthwhile creating a 'sandpit' site to test different ideas. You can always copy and paste stuff.
2. Sites are normally 'shared by everyone in the world' which means that everyone can read them. If you want to restrict access then click the site and then select the menu More / Sharing and Permissions. Here you can also restrict the site and/or grant editing access to others. If you want me to give any assistance then add me with at least 'Can edit' or better still with 'Is Owner' permissions.
3. The menu system can at times be 'clunky'. This is an online system; there are few 'bells and whistles'.
4. There are two menu systems – 'Site' menu and menus in the 'Page Editor'. The 'Site' menu is accessed via the 'More' button; the others by first clicking the pencil icon to open the page editor.
5. A Google web page can be one of four types: Web Page, Announcements, File Cabinet and List Page. Use the Google Sites help system and search for **page types**. I get these confused with 'templates'.
6. Any page can have any one of 9 Layouts. Page Editor, Layout menu. In addition, any page has settings on what to show – eg Title, Links, Comments, description, show in sidebar. Site menu, page settings
7. A site can have a pre-set 'Theme' of colours and background graphic, or you can design your own from scratch or from an existing theme. Site menu / Manage site / Themes
8. To add pictures or documents to your site you first need to 'upload' them, or 'link to them. To upload, use the site menu More / Manage Site / Attachments. Pictures can also be uploaded from within the Page editing system menu – Insert / Image. You can create a 'link' to any picture on the internet.
9. Picture sizes in particular need to be controlled or you will use up your quota of space. Picture sizes of 640 x 480 or less are quite ample for websites. On some versions of Windows you can resize a photo simply by right clicking on it. I like IrfanView and there are plenty of other free methods.
10. Once you have uploaded a document or photo then you need to display it on your page(s). You do this by 'linking' to it. Go to the Page Editor, menu Insert / Link; Click the 'Sites page' tab, type in a full word that's part of the file name and click the Search icon. Select the relevant document and click 'OK'.
11. A link has 2 components – the text or graphic that is displayed AND the link to the file. Thus you can convert any text or picture into a link to something else like a document, picture or web page
12. Gadgets are items like site counters, calendars, games, translators, images just to name a few. Use the Page Editor menu Insert / More Gadgets. By default it shows 'Featured' gadgets. To see a full list of gadgets then click 'Public'. To search for one, eg a site counter, then click public and use the search box.
13. Animated gifs are cute little animations. However you can't simply plonk them on your Google site as they will appear as a static picture. You need to 'host' (store) them elsewhere and then link to them. An easy and free place to store them is in a Picasa Web Album which comes free with your Google account <https://picasaweb.google.com/home> Just upload them to an appropriate album. To then add them to a google site page, use page menu Insert / Picasa Photo.